

WASHINGTON SCHOOL FOR THE DEAF

PROCEDURE: **3402P**

Adopted: **January 13, 2005**

SUBJECT: **Student Protection from Child Abuse or Neglect**

Approved by: _____
 Todd Reeves, Superintendent

When there is reasonable cause to believe a child has suffered child abuse or neglect by a staff member, volunteer, or other adult, the following procedures shall be implemented:

- Department supervisor or designee is notified immediately.
- Supervisor or designee sends child to nurse for evaluation and follow-up (to include parent phone call).
- All other students are removed to the care of another adult.
- Staff member/volunteer/other adult is directed to immediately write up the incident and submit it to the supervisor or designee without discussing the incident with others.
- Superintendent's office is advised of the situation.
- CPS or law enforcement is contacted immediately, and in no case later than 48 hours.
- If not directed otherwise by CPS or law enforcement personnel, the supervisor or designee will interview the alleged aggressor(s) in accordance with personnel policies regarding the investigation of employee misconduct.
- If the alleged aggressor(s)' current job duties require unsupervised contact with students, the employee(s) is/are reassigned to another duty station until the investigation is completed. The affected employee(s) will be informed of the completion of the investigation by letter from the Superintendent and in accordance with the agency personnel policies regarding the investigation of employee misconduct.
- Alleged victim(s) is/are interviewed by the supervisor or designee with another staff person present who understands the students' communication clearly.
- Other witnesses are interviewed for their perspective.
- A copy of the report is kept on file in the Superintendent's office.
- Supervisor or designee calls the parents to inform them of the status of the child and completion of WSD's portion of the investigation, without discussing the particulars of the case (this is CPS/law enforcement protocol).

- Counseling may be provided after all law enforcement agencies have completed their investigations.

*****Consistent with CPS guidelines, reports are not made to the family if the report identifies the abuse occurred in the home*****

When there is reasonable cause to believe a child has suffered child abuse by another student or students, the following procedures shall be implemented:

- Department supervisor or designee is notified immediately.
- Supervisor or designee sends child to nurse for evaluation and follow-up (to include parent phone call).
- Student(s) accused of the abuse is/are kept separated from the victim(s) and supervised by a staff person. During the course of the investigation or in any circumstance when an emergency measure is determined necessary to protect the health and safety of the victim(s) or other student(s), temporary removal or re-assignment of the pertinent student(s) from a program or placement within the school shall be implemented in compliance with federal or state laws and regulations concerning change of placement, if applicable. Additional measures to protect the health and safety of the student shall be employed as deemed appropriate.
- Staff member/volunteer/other adult is directed to immediately write up the incident and submit it to the supervisor or designee without discussing the incident with others.
- Superintendent's office is advised of the situation.
- CPS or law enforcement is contacted immediately and in no case later than 48 hours.
- If not directed otherwise by CPS or law enforcement personnel, the alleged victim(s) and aggressor(s) are interviewed separately by the supervisor or designee with another staff person present who understands the students' communication clearly.
- Other witnesses are interviewed for their perspective.
- Supervisor or designee collects witness statements and pertinent reports from adults, which comprise the investigative report.
- A copy of the investigative report is kept on file in the Superintendent's office.
- Supervisor or designee calls parents to inform them of the status of the child and completion of WSD's portion of the investigation without discussing the particulars of the case (this is CPS/law enforcement protocol). The supervisor or designee then follows up with a written report to the parents.
- Counseling may be provided after CPS or law enforcement agencies have completed their investigations.